

FY-2020 FACT SHEET

ENABLING STATUTE: WV Code §5A-12-1, et seq.

1) PURPOSE/MISSION: The mission of the Fleet Management Division (FMD) is to provide safe, efficient, and reliable fleet services in the most cost-effective manner possible. It assists state spending units by providing exceptional fleet service and by promoting teamwork to accomplish the State's strategic goals and objectives.

2) STAFFING: FMD currently has eight full-time employees; an Executive Director, one ASA 3, one Data Warehouse Specialist, three ASA I, one OA3 and one OA2

3) KEY PERSONNEL:

Director
Fleet Manager – ASA3
Fleet Administrator – Data Warehouse Specialist I
Fleet Analyst Fueling – ASA I
Fleet Analyst Maintenance – ASA I
Fleet Coordinator – ASA I
Fleet Assistant – OA3
Fleet Assistant – OA2

4) FUNDING/BUDGET:

Funding for FMD comes from a monthly administrative fee for state owned and leased vehicles. In addition, FMD receives 50% of the resale value of leased vehicles.

FY 2019 Budget: Fleet Management Division operates on a \$9.7 million annual budget.

5) CORE FUNCTIONS OF AGENCY:

- a. Approves and tracks the acquisition and decommission of state vehicles with a classification of one ton and under.
- b. Finance the purchase of vehicles off statewide contracts issued by the Purchasing Division for agencies daily operations.
- c. Provides statewide contracts for fueling and maintenance services to all State vehicles.
- d. Provides the tools that allow the agencies to report on fleet inventory and operating cost.
- e. Maintains a rental fleet for state agencies located around the Capitol complex.
- f. Assists with agency vehicle specifications for vehicles not found on the statewide contract.

6) RECENT CHANGES TO ORGANIZATION:

- a. Passage of HB4015, HB103, and State Rule 148 CSR 3 has provided requirements to capture and report on the inventory and operation cost of one ton and under state vehicles.
 - i. The Bills and Rule require agencies to capture and report monthly odometer readings and commuting miles along with yearly travel reimbursements and vehicle rental expenses.
 - ii. The Bills and Rule require FMD to report annually to the Governor and to the Joint Committee on Government and Finance, regarding the operations of the state's fleet and the utilization of state vehicles.

7) OVERVIEW OF REQUESTS FOR POTENTIAL LEGISLATIVE CHANGES:

8) CHALLENGES/OBSTACLES:

- a. Ensuring all State agencies participate in FMD programs and in wvOASIS fixed assets.
- b. Find an effective way to enforce FMD's approval (as mandated in HB4015) for acquiring and decommissioning 1 ton and under state vehicles.

- c. Creating a mechanism to account for vehicles over 1 ton that are operated by agencies exempt from Surplus Property.
- d. Consolidating vehicle operations into one database for reporting purposes.
- e. Acquiring more than 4,000 monthly ending odometer readings and uploading them monthly into ARI's database.
- f. Tracking vehicle utilization by fueling transactions and monthly vehicle logs.

9) HIGHLIGHTS ABOUT AGENCY:

- a. Returned \$785,842.99 to the agencies in May 2019.
- b. FY19, FMD and ARI saved the state \$270,277.65 in maintenance cost by suggesting alternatives to the garages recommended repairs.
- c. Transitioned 988 equipment cards to the Auditor's Office saving the agencies \$71,136.00 in admin. fees
- d. Changed vehicle category codes 02 and 03 from Agency and FMD Owned, to under 1 ton and over 1 ton, respectively.
 - i. Changed 2,659 records in wvOASIS.
- e. Added category code:
 - i. 32 for leased vehicles (operated by, not owned by, the state)
 - ii. 50 for licensed non-motorized vehicles (trailers)
 - iii. 24 to licensed travel trailers
- f. Matching the naming constitution with wvOASIS and changing the Cabinet Level in ARI
 - i. FMD changed the Cabinet Level codes in ARI to match the State of West Virginia's Budget Office structure
- g. Adding the department and unit codes in wvOASIS under the Custodian field
 - i. New custodian codes in wvOASIS to identify which agencies operated vehicles owned by FMD.
- h. Training the Agency Fleet Coordinators (AFCs)
 - i. Held ten half-day training sessions during May 2019
 - 1. 120 AFCs and guests attended
- i. Assisted DMV with the State Vehicle Title, Registration, and Relicensing Project by cleaning up 5,000 vehicle records with bad VIN numbers, duplicate records, missing vehicle years, and by correcting erroneous vehicle years, makes and models found in wvOASIS fixed assets
- j. Completed a state vehicle underutilization report on 7/30/19 listing 6,957 one ton and under state licensed vehicles and identified 4,529 vehicles that don't average 1,100 miles/month
- k. Processed 883 vehicle requests for the MV2019 vehicle statewide contract
 - i. 297 vehicles purchased as Agency Owned
 - ii. 453 vehicles leased through FMD
 - iii. 119 decommissioned vehicles without replacements
 - iv. 14 Reassignments
- l. Telematics Pilot Program with DEP
 - i. FMD and DEP are testing 50 Geotab telematics units through ARI. The units were installed in October 2019
- m. Online Reservation and Kiosk System for vehicle pooling/sharing
 - i. FMD is contracting for an online reservation and kiosk system that will facilitate reserving pooled state vehicles and dispensing the keys through a wall mounted ATM like box based on a reservation number. At this time, FMD is currently pursuing the Request for Proposal process through the state of West Virginia Purchasing Division

10) OTHER INFORMATION:

11) LEADERSHIP:

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